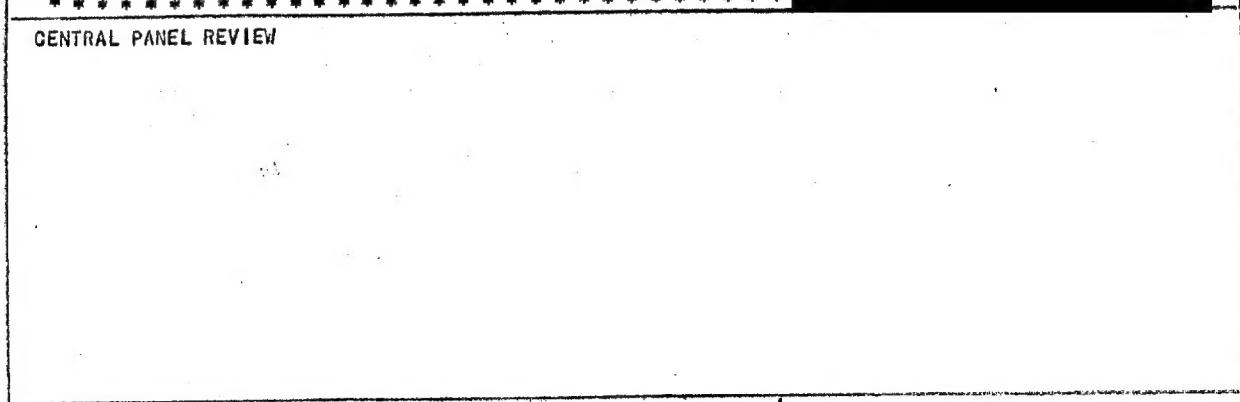


(CLASSIFICATION)

FORUM PANEL RECOMMENDATION		DATE 23 October 1968
<p><b>RECOMMENDATION</b> Reduce all permanent type of records to microfilm. (Even these permanent files should be well screened before being processed). All temporary should have as short a duration needed to carry out their function and then destroyed.</p>		
<p><b>EXPLAIN RELATED REASONS OR PROCEDURES</b> The subject files, publications, operational files (course material), etc. should be microfilmed in 1 to 5 year segments according to volume. There would need to be a microfilm reader in the Record Center plus two or three at headquarter office for use.</p>		
SIGNATURE OF PANEL MEMBER 	PANEL GROUP NUMBER III	
PANEL GROUP COMMENTS 		
***** <b>CENTRAL PANEL REVIEW</b> ***** 		
ACTION	SIGNATURE OF MEMBER	
	SIGNATURE OF CHAIRMAN	

FORM 2900  
10-68